



ADMINISTRATION AND
MANAGEMENT

OFFICE OF THE SECRETARY OF DEFENSE
1950 DEFENSE PENTAGON
WASHINGTON, DC 20301-1950

February 08, 2008

MEMORANDUM FOR COMMITTEE MANAGEMENT SECRETARIAT
GENERAL SERVICES ADMINISTRATION

SUBJECT: Committee Charter Consultation – Air University Board of Visitors

The Office of the Secretary of the Air Force is requesting that the charter for the Air University Board of Visitors be renewed (Attached).

The Department of Defense, pursuant to the Federal Advisory Committee Act of 1972 (5 U.S.C., Appendix, as amended) and 41 CFR, § 102-3.60, has carefully reviewed the Department of the Air Force's request, and has determined that renewing the charter for this discretionary federal advisory committee is in the best interest of the Department of Defense and the American public.

The Department of Defense has further determined that this discretionary advisory committee is essential to DoD's mission, and that no other DoD or Executive Branch advisory committee can meet these needs. The Board, through its membership, continues to provide the Department of Defense the independent advice necessary to the mission of the U.S. Air Force.

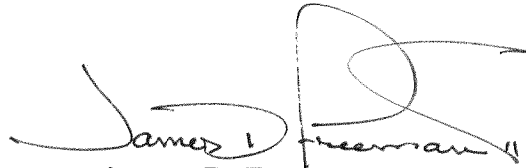
The Board's membership is determined by the Department of Defense, and individuals appointed by the Secretary of Defense, who are not full-time employees serve as Special Government Employees under the authority of 5 U.S.C. § 3109. Unless otherwise directed by the Secretary of the Air Force, Board members serve without compensation. All Board members are provided travel and per diem for official travel.

The committee is authorized to establish subcommittees, and the committee, to include any subcommittees, will operate under the provisions of the Federal Advisory Committee Act of 1972, the Government in the Sunshine Act of 1976 (5 U.S.C. § 552b, as amended), and 41 CFR, Parts 102-3 through 102-3.185.

Prior to submitting a Federal Register notice and subsequently filing the committee's charter with the Library of Congress and the appropriate congressional committees, the Department of Defense respectfully requests that the Committee Management

Secretariat review and approve the charter (attached). The charter has been reviewed and approved by the Office of the General Counsel for the Department of Defense.

If you should have any questions about this charter please contact me at 703-601-2554, extension 128.

A handwritten signature in black ink, appearing to read "James D. Freeman II". The signature is stylized with a large, looped "J" and a long, sweeping horizontal stroke at the end.

James D. Freeman II
Deputy Committee Management
Officer for the Department of Defense

2 Attachments
As stated

TAB 1



DEPARTMENT OF THE AIR FORCE
WASHINGTON, DC

DEC 11 2007

OFFICE OF THE SECRETARY

MEMORANDUM FOR DIRECTOR, ADMINISTRATION AND MANAGEMENT,
OFFICE OF THE SECRETARY OF DEFENSE

FROM: SAF/AA
1720 Air Force Pentagon
Washington DC 20330-1720

SUBJECT: Charter Renewal for the Air University Board of Visitors

The Air University Board of Visitors (AU BoV) provides a vital review of the quality of Air University programs and helps Air University maintain accreditation with the Southern Association of Colleges and Schools. They do this by meeting the requirement for a governing board which both the presiding officer and a majority of the other members are neither civilian employees of the military nor active/retired military. The AU BoV offers independent advice and recommendations to the Air University Commander which is then provided to the Chief of Staff and SecAF. IAW DODI 5105.04, *Department of Defense Federal Advisory Committee Management Program*, August 6, 2007 justification for recommending renewal and the proposed Charter are provided for your consideration. Recommend renewal of the AU BoV's Charter for the term March 6, 2008 – March 5, 2010.

Please contact Ms. Penny Sayle, at 703-614-1929, or penny.sayle@us.af.mil if you have any questions or require additional information.

WILLIAM A. DAVIDSON
Administrative Assistant

Attachments:
As stated

CHARTER
AIR UNIVERSITY BOARD OF VISITORS

A. Official Designation: The Committee shall be known as the Air University Board of Visitors (hereafter referred to as the Board).

B. Objectives and Scope of Activities: The Board, under the provisions of the Federal Advisory Committee Act of 1972, as amended, shall provide the Secretary of the Air Force, through the Commander, Air University and the Commander, Air Education and Training Command, independent advice and recommendations on matters pertaining to the educational, doctrinal, and research policies and activities of Air University. The Secretary of the Air Force or designated representative, on behalf of the Secretary of Defense, may act upon the Board's advice and recommendations.

C. Board Membership: The Board shall be composed of not more than thirty-five members, who are eminent authorities in the field of air power, defense, management, leadership, and academia. Board Members appointed by the Secretary of Defense, who are not Federal officers or employees, shall serve as Special Government Employees under the authority of 5 U.S.C. § 3109. Board Members shall be appointed on an annual basis by the AU Commander as approved by the Secretary of Defense, and shall serve no more than nine years on the Board. The Board's Chairperson shall be elected by a vote of the membership and approved by the Air University Commander. The Board's Chairperson may serve beyond their nine year term to fulfill their appointed officer duties. Unless otherwise determined by the Secretary of the Air Force, Board Members shall, with the exception of travel and per diem for official travel, serve without compensation. In addition, the Secretary of the Air Force or designated representative may invite other distinguished Government officers to serve as non-voting observers of the Board, and appoint consultants, with special expertise, to assist the Board on an ad hoc basis.

D. Board Meetings: The Board shall meet at the call of the Designated Federal Officer (DFO), in consultation with the Chairperson, and the estimated number of Board meetings is two per year. The Board shall be authorized to establish subcommittees, as necessary, to fulfill its mission, and these subcommittees shall operate under the provisions of the Federal Advisory Committee Act of 1972, as amended. The DFO and alternate DFOs (as needed) are appointed by the Secretary of the Air Force and one of them must attend all Board and Subcommittee meetings.

Such subcommittees or working groups shall not work independently of the chartered Board, and shall report their recommendations and advice to the Board for full deliberations and discussion. Subcommittees or working groups have no authority to make decision on behalf of the chartered Board nor can they report directly to the Agency or any Federal officers or employees not Board Members.

E. Duration and Termination of the Committee: The need for this advisory function is on a continuing basis; however, it is subject to renewal every two years.

F. Agency Support: The Department of Defense, through the Department of the Air Force, shall provide support as deemed necessary for the performance of the Board's functions, and shall ensure compliance with the requirements of 5 U.S.C., Appendix.

G. Operating Costs: It is estimated that the operating costs, to include travel costs and contract support, for this Board are \$165,000.00. The estimated personnel cost to the Department of Defense is 1.0 full-time equivalent (FTE).

H. Charter Filed:



DEPARTMENT OF THE AIR FORCE
AIR UNIVERSITY (AETC)

19 Nov 07

MEMORADUM FOR SAF/AAX (Ms.Penny Sayle)

FROM: AU/CFA

SUBJECT: Request Approval for the Charter Renewal of the Air University Board of Visitors

1. The following information is provided as requested for our renewal:

a. Explanation/rationale why the Advisory Committee/Board is essential for DoD/AF business and is in the public interest.

Every recommendation made by the board in its reports is reviewed by the school or organization to which it pertains. That organization responds in writing to the AU Commander indicating what should be done to respond to the Board's recommendations. These responses are reviewed and approved by the AU commander. The culminating document, AU comments on the report of the Air University, Board of Visitors (available at HQ AU/CFA) is then provided to the Chief of Staff and the Secretary of the Air Force and is discussed with them by the Officers of the Board. This entire cycle provides a vital review of the quality of AU programs. Additionally, in order to maintain accreditation with the Southern Association of Colleges and Schools, Air University must have a governing board that must maintain a majority membership that are not civilian employees of the military or active/retired military.

b. Why the Board's functions cannot be performed by DoD, another existing Committee/Board, or other means, such as a public hearing?

The recommendations and consultations provided by the Board cannot be obtained elsewhere in the Air Force or the Department of Defense. It is the external, unbiased nature of the Board which makes it a valuable body. It is outside the normal DoD chain of command and can, therefore, bring objectivity to all areas it reviews. Board members are chosen on individual merit and the expertise they can offer Air University. Views and recommendations of the Board which are obtained during meeting discussions, as well as in the Board report, provide unbiased appraisals of AU's professional education and research programs. The members' knowledge of educational objectives and programs represent a reservoir of understanding which is essential in education and/or AU's relations with the general public and the academic community. The Air Force learns much from this source and at the same time gains respect of the civilian education environment by our willingness to heed the Board's recommendations. The counsel of the Board is invaluable in assisting and maintaining the proper academic levels for our programs. The functions and purpose of the BOV do not duplicate those of any existing committees or agencies of the federal government. In accordance with the Southern Association of Colleges and Schools Commission on Colleges, Principles of Accreditation, board members must have broad and significant influence upon the university's programs and operations; the board members must

actively participate in the policy-making body for the institution; and ensure the financial resources of the institution are used to provide a sound educational program.

c. How the Board plans to attain a fairly balanced membership?

Air University maintains a balanced membership on the Board primarily on the basis of professional expertise and how this expertise bears on our education programs. For example, members of the AFIT Committee of the Board are chosen from engineering, management, and other academic areas offered at the Air Force Institute of Technology. These members are usually at the dean or professional level in their respective academic institutions. The rest of the AU BOV is composed of carefully selected individuals ranging from academic deans to chancellors of multi-university institutions (i.e., positions analogous to that of the AU Commander). We attempt to have some members knowledgeable of accrediting agencies to assist us in maintaining up-to-date knowledge of accrediting procedures and requirements. Finally, to round out the Board, a few retired officers and business professionals are added. When considering the above categories of individuals, we maintain minority representation insofar as possible, as well as geographical and institution type balance. Typically, one-third representation is attempted for educators, business professionals, and retired military, respectively. Regional accreditation requirements (*The Principles of Accreditation*, Southern Association of Colleges and Schools Commission on Colleges, Section 2, paragraph 2.2) state the majority of voting board members have contractual, employment, or personal or familial financial interest in the institution.

d. How the Board is accomplishing its mission?

During the past two years, the Board met on 15 occasions via various venues such as Board and subcommittee meetings, teleconferences, and ad hoc working groups. From these meetings, the Board provided AU with 33 recommendations to enhance our educational programs to better serve the mission of the Air Force.

e. Provide Board accomplishments; focusing on those accomplishments since the last Charter renewal.

The Board reviewed the development of a distance-learning master's degree which will provide military and civilian personnel the opportunity to complete a master's degree online. The Board endorsed the near-term and mid-term strategies which apply current professional military education credits toward civilian degree programs and was pleased to learn about the creation of the AU Culture and Language Center and the plan to include "culture and language" content in AF Professional Military Education. The Board met with Secretary Wynne and discussed the BRAC Commission recommendations with regard to AFIT and NPS.

The Board members participated in several seminars Air University ranging from a Joint Air Exercise to discussions on Islamic Terrorism. This opportunity provided valuable insight to the extraordinary level of academic freedom being experienced as well as the spectrum of academic diversity that takes place on any given day at Air University. The Board members were also

provided the opportunity to meet with faculty, students, and staff members and discuss university issues.

The Board provided advice, views, and recommendations on the following topics: mission, structure, faculty qualifications, future directions for AU, curriculum integration, academic university culture, distance-learning masters degree program, Culture and Language Center, Test Pilot School affiliation, as well as progress of the AFIT and AU undergraduate programs. In addition, many discussions during the year related to the reorganization of AU and the upcoming university reaffirmation requirements.

The Board also provided advice to AU in preparing Congressional language to obtain broader degree-granting authority that more accurately reflects the AU mission and supports the current and future needs of its students.

The Board provided advice and recommendations to support AU's desire to grant honorary degrees to recognize individuals who have made extraordinary contributions in education, governmental, public service, civic, and community affairs; industry, commerce and labor; and the arts, letters, and sciences.

f. Identify what impact discontinuation of the Board will have on DoD/AF.

The purpose of the Air University Board of Visitors is to assist Air University (AU) in sustaining effective programs. Due to the importance of Air University's mission, it is desirable that the Air Force obtain advice, views, and recommendations on matters involving performance of their educational mission. To this end, an advisory committee, designated as the Air University Board of Visitors, was established in July 1946 by the Commanding General of the Army Air Forces and has been in existence since that time. Without the Board's advice and recommendations, Air University would not be able to provide the quality educational programs to serve the mission of the Air Force. Discontinuation of the Board would also eliminate AU's ability to provide accredited programs to its students.

2. Please find attached the AU Board of Visitors' revised Charter for 2008 for your approval. Please call me at DSN 493-5159 or commercial 334-953-5159 if I can provide any further information.


DOROTHEY D. REED, PhD
Federal Designated Officer

Attachment
AU BOV 2008 Charter Renewal

CHARTER
AIR UNIVERSITY BOARD OF VISITORS

- A. Official Designation: The Committee shall be known as the Air University Board of Visitors (hereafter referred to as the Board).
- B. Objectives and Scope of Activities: The Board, under the provisions of the Federal Advisory Committee Act of 1972, as amended, shall provide the Secretary of the Air Force, through the Commander, Air University and the Commander, Air Education and Training Command, independent advice and recommendations on matters pertaining to the educational, doctrinal, and research policies and activities of Air University. The Secretary of the Air Force or designated representative, on behalf of the Secretary of Defense, may act upon the Board's advice and recommendations.
- C. Board Membership: The Board shall be composed of not more than thirty-five members, who are eminent authorities in the field of air power, defense, management, leadership, and academia. Board Members appointed by the Secretary of Defense, who are not Federal officers or employees, shall serve as Special Government Employees under the authority of 5 U.S.C. § 3109. Board Members shall be appointed on an annual basis by the Air University Commander as approved by the Secretary of Defense, and shall serve no more than nine years on the Board. The Board's Chairperson shall be elected by a vote of the membership and approved by the Air University Commander. Unless otherwise determined by the Secretary of the Air Force, Board Members shall, with the exception of travel and per diem for official travel, serve without compensation. In addition, the Secretary of the Air Force or designated representative may invite other distinguished Government officers to serve as non-voting observers of the Board, and appoint consultants, with special expertise, to assist the Board on an ad hoc basis.
- D. Board Meetings: The Board shall meet at the call of the Designated Federal Officer, in consultation with the Chairperson, and the estimated number of Board meetings is two per year. The Board shall be authorized to establish subcommittees, as necessary, to fulfill its mission, and these subcommittees shall operate under the provisions of the Federal Advisory Committee Act of 1972, as amended.
- Such subcommittees or working groups shall not work independently of the chartered Board, and shall report their recommendations and advice to the Board for full deliberations and discussion. Subcommittees or working groups have no authority to make decision on behalf of the chartered Board nor can they report directly to the Agency or any Federal officers or employees not Board Members.
- E. Duration and Termination of the Committee: The need for this advisory function is on a continuing basis; however, it is subject to renewal every two years.
- F. Agency Support: The Department of Defense, through the Department of the Air Force, shall provide support as deemed necessary for the performance of the Board's functions, and shall ensure compliance with the requirements of 5 U.S.C., Appendix.
- G. Operating Costs: It is estimated that the operating costs, to include travel costs and contract support, for this Board are \$147,000.00. The estimated personnel cost to the Department of Defense is 1.0 full-time equivalent (FTE).
- H. Charter Filed: March 6, 2006
- I. Charter Modified: July 28, 2006

TAB 2

CHARTER AIR UNIVERSITY BOARD OF VISITORS

- A. Official Designation: The Committee shall be known as the Air University Board of Visitors (hereafter referred to as the Board).
- B. Objectives and Scope of Activities: The Board, under the provisions of the Federal Advisory Committee Act of 1972 (5 U.S.C., Appendix, as amended), shall provide the Secretary of the Air Force, through the Commander, Air University and the Commander, Air Education and Training Command, independent advice and recommendations on matters pertaining to the educational, doctrinal, and research policies and activities of Air University. The Secretary of the Air Force or designated representative, on behalf of the Secretary of Defense, may act upon the Board's advice and recommendations.
- C. Board Membership: The Board shall be composed of not more than thirty-five members, who are eminent authorities in the field of air power, defense, management, leadership, and academia. Board members appointed by the Secretary of Defense, who are not federal officers or employees, shall serve as Special Government Employees under the authority of 5 U.S.C. § 3109. Board Members, as approved by the Secretary of Defense, shall be appointed on an annual basis by the Air University Commander, and shall serve no more than nine years on the Board.

The Board's Chairperson shall be elected by a vote of the membership and approved by the Air University Commander. Unless otherwise determined by the Secretary of the Air Force, Board members shall, with the exception of travel and per diem for official travel, serve without compensation. In addition, the Secretary of the Air Force or designated representative may invite other distinguished federal officers or employees to serve as non-voting observers of the Board, and appoint consultants, with special expertise, to assist the Board on an ad hoc basis.

- A. Board Meetings: The Board shall meet at the call of the Designated Federal Officer, in consultation with the Chairperson, and the estimated number of Board meetings is four per year.

The Designated Federal Officer shall be a full-time or permanent part-time DoD employee, and shall be appointed in accordance with established DoD policies and procedures. The Designated Federal Officer and/or Alternate Designated Federal Officer shall attend all Board and subcommittee meetings.

The Board shall be authorized to establish subcommittees, as necessary and consistent with its mission, and these subcommittees or working groups shall operate under the provisions of the Federal Advisory Committee Act of 1972, the Government in the Sunshine Act of 1976 (5 U.S.C. § 552b, as amended), and other appropriate federal regulations.

Such subcommittees or workgroups shall not work independently of the chartered Board, and shall report all their recommendations and advice to the Board for full deliberation and discussion. Subcommittees or workgroups have no authority to make decisions on behalf of the chartered Board nor can they report directly to the Department of Defense or any Federal officers or employees who are not Board members.

- D. Duration and Termination of the Committee: The need for this advisory function is on a continuing basis; however, it is subject to renewal every two years.
- E. Agency Support: The Department of Defense, through the Department of the Air Force, shall provide support as deemed necessary for the performance of the Board's functions, and shall ensure compliance with the requirements of 5 U.S.C., Appendix, as amended.
- F. Operating Costs: It is estimated that the operating costs, to include travel costs and contract support, for this Board is \$165,000.00. The estimated personnel cost to the Department of Defense is 1.0 full-time equivalent (FTE).
- G. Recordkeeping: The records of the Board and its subcommittees shall be handled according to section 2, General Records Schedule 26 and appropriate DoD policies and procedures. These records shall be available for public inspection and copying, subject to the Freedom of Information Act of 1966 (5 U.S.C. § 552, as amended).
- H. Charter Filed: